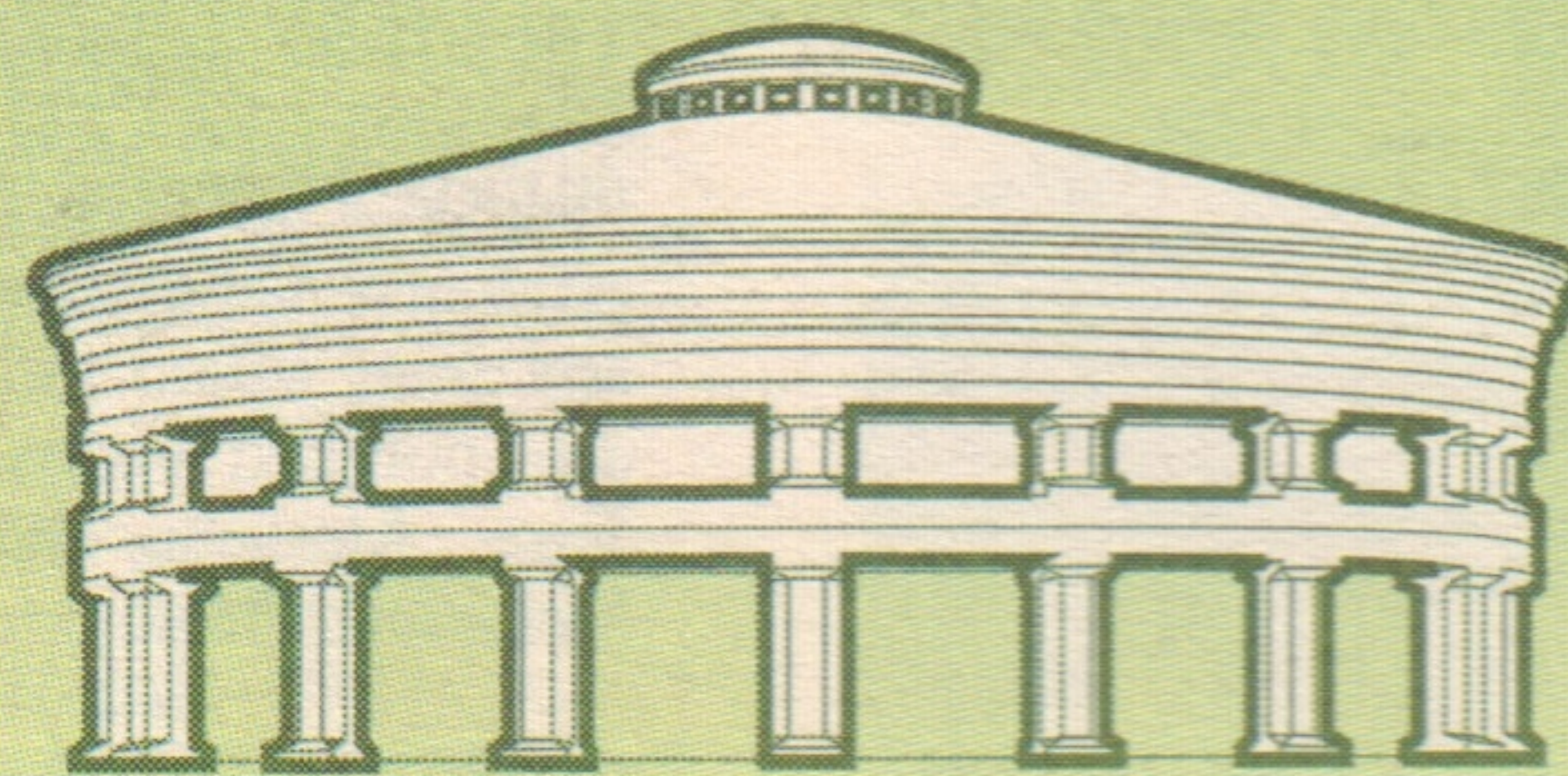


Training for Business & Industry Center and Continuing Education Skills Training



SHELTON STATE
COMMUNITY COLLEGE

FALL SEMESTER 2004

A Schedule of Short Term and Noncredit Classes

BUSINESS & INDUSTRY SERVICES • CUSTOMIZED TRAINING

Training for Business and Industry (TBI) offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is offered when needed, where needed, and is tailored to meet the particular company needs. TBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.



Current customized training programs include:

- Computer Applications
- Industrial Maintenance Technology
- Customer Service
- Leadership and Supervision
- Workplace Spanish
- Forklift Safety
- Truck Driver Training
- Welding

CONTINUING EDUCATION CAREER SKILLS TRAINING

MANUFACTURING TECHNOLOGY

The Industrial Maintenance Technology program is designed to provide training necessary for a maintenance technician to perform multi-skilled maintenance in manufacturing plants. Students must meet the standard College enrollment requirements to receive credit.

BASIC BLUEPRINT READING

MTT 121-01 Fri Aug. 27 - Dec. 10 3 credit hours 8 a.m. - 12:15 p.m. Cost: \$260

INDUSTRIAL MAINTENANCE METAL WELDING & CUTTING

INT 233-50 M/W Aug. 23 - Oct. 13 3 credit hours 6-8:30 p.m. Cost: \$260

INDUSTRIAL MOTOR CONTROLS

INT 207-50 M/T/Th Oct. 18 - Nov. 9 3 credit hours 6-9:30 p.m. Cost: \$260

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and a certification for welders. Testing is conducted each Friday morning between the hours of 7:00-10:00 a.m. For more information or to set up a certification test, please contact the Training for Business & Industry Center at (205) 391-2434.

TRUCK DRIVER TRAINING

This is an eight-week, non-credit program that is offered through the Training for Business and Industry Center. Upon successful completion of the program's course and passing the DOT written examination, the student will receive his/her operator's licensure and a certificate of completion from Shelton State. Training is also available in Livingston, AL. For more information on this program or to register for the class below, contact at (205) 391-2386.

TBI 225-01 M-F Aug. 23 - Oct. 15 7:30 a.m. - 3:30 p.m. Cost: \$2400

FORKLIFT OPERATOR SAFETY TRAINING

Keep your employees from injury and your business compliant with OSHA standards by training forklift operators in the safe and proper handling of lift trucks. A training seminar lasting approximately 8 hours consists of an up-to-date safety video complete with handbooks, a review of each section covered and a written test along with an actual hands-on operation at your location. All employees completing the seminar will receive a certificate and operator's license. Contact the Training for Business and Industry Center at (205) 391-2434 to schedule a training session for your company.

FOCUSED INDUSTRY TRAINING (FIT)

The FIT program has been developed in response to the need to supply an ongoing worker pool to new and expanding industry as well as to respond to the need to back fill entry-level positions that have been vacated through technical training. FIT training will be offered in 10 sites and will be available in the following counties: Tuscaloosa, Pickens, Fayette, Bibb, Hale, Green, Sumter, and Marengo.

The FIT program is designed to provide basic skills to entry-level workers at all levels. Targeted instruction includes skill training in Computer Literacy, Reading, Applied Mathematics, Applied Technology, Locating Information, Observation and Teamwork. Workplace Essentials includes sessions on the following topics: Work Ethics, Critical Thinking Skills, Diversity, Sexual Harassment, Workplace Violence, and Workplace Safety. Training also includes basic manufacturing concepts including precision measurement, principles of Quality Manufacturing, and Lean Manufacturing, with additional skill training added as identified by local business and industry as necessary for entry level jobs within their companies. The 400 hour training will be provided in some areas as an evening class and does not require a high school diploma or GED and will allow trainees maximum flexibility in attaining required competency levels. After acquisition of all required skill competencies and completion of classroom time, trainees will receive documentation from Shelton State Community College as a "Certified Alabama Worker." Completers will receive continued support through job placement and continued career progression and ongoing training opportunities. For information contact Venessa Rice at (205) 391-2653 or Kathy Coleman at (205) 391-2489.

For Information Contact:

Venessa Rice @ 205.391.2653 or Kathy Coleman @ 205.391.2489

KEYBOARDING

TBI 130-50 Mon. Sept. 13 - Oct. 18 6-9:15 p.m. Room 2260 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Marie Ward
Alphabetic keys, numbers and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5" high-density disk and a pencil.

INTRO TO COMPUTERS & WINDOWS

TBI 131-50 Mon. Aug. 23 - Oct. 11 6-9:15 p.m. Room 1353 Cost: \$125
7 sessions - 2.1 CEU Maximum 15 students Instructor: Dave Cooper
PREREQUISITES: Keyboarding. Class will not be held on September 6. Topics included in this very basic course are the computer components and their usage; and an overview of computer software and uses. In addition, information will include the basics of Windows communication, launching an application program; exploring the windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: *Microsoft Windows XP Basics*, by Marly Bergerud and Donald Busche. Please bring one 3.5 inch high-density disk.

INTRODUCTION TO MICROSOFT WORD

TBI 202-50 Tue/Thu Nov. 4 - Nov. 30 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Dave Cooper
PREREQUISITES: Keyboarding and Windows. Class will not be held on November 11 and 25. Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy, search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys and more. Text: *Microsoft Word 2002 - Illustrated Complete*, by Jennifer Duffy, and Carol Cram. Please bring one 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT EXCEL XP

TBI 203-50 Tue/Thu Aug. 24 - Sept. 9 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Richard Carroll
PREREQUISITES: Basic Computer and Windows. Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a worksheet to a word document will also be included. Text: *Microsoft Excel 2002: Complete Concepts and Techniques*, by Shelly, Cashman & Quasney. Please bring a 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT ACCESS XP

TBI 204-50 Tue/Thu Sept. 16 - Oct. 5 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Leah Yearby
PREREQUISITES: Basic Computer and Windows. Create, edit, and modify tables, set field properties and manipulate records as part of this course. Learn to set queries both from the design view and query wizard and set criteria to view subsets of data. Design forms to ease data entry and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: *Mastering and Using Microsoft Access 2002 Comprehensive Course*, by Napier, Judd & McLaren. Please bring a 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT POWERPOINT XP

TBI 201-50 Wed. Oct. 20 - Nov. 10 6-9:15 p.m. Room 1353 Cost: \$99
4 sessions - 1.2 CEU Maximum 15 students Instructor: Tracy Woolbright
PREREQUISITES: Basic Computer and Windows. Learn to use toolbars and Office Assistant; add text to slides; select text; insert text boxes; delete slides; find and replace text; spell check and AutoCorrect; and arrange, move, duplicate, delete and rotate objects. After completing this course you will be able to create custom templates, enhance presentations, work with embedded objects, customize the PowerPoint environment and build interactive presentations. Text: *New Perspectives Microsoft PowerPoint 2002, Introductory*, by Zimmerman & Zimmerman.

INTRODUCTION TO QUICKBOOKS PRO

TBI 200-50 Tue/Thu Oct. 12 - 28 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Rob Burns
PREREQUISITE: Basic Accounting and Windows. This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs and vendors; customizing fields; establishing product inventory records; ordering, receiving and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking, job costing, and more. Please bring one 3.5 inch high density disk. Text: *Introduction to QuickBooks Pro 2002* by Sleeter.

INTRODUCTION TO WEB PAGE DESIGN

TBI 205-50 Wed. Aug. 25 – Sept. 29 6-9:15 P.M. Room 1353 Cost: \$125
6 sessions – 1.8 CEU Maximum 15 students
PREREQUISITES: Windows, Word, Internet. This is a hands-on course teaching the creation, production and linking of WWW pages, designing and writing HTML documents (Hypertext Markup Language), and adding images, sounds and videos to Web presentations. Please bring a box of 3.5 inch high density disks. Text: *New Perspectives on Creating Web Pages with HTML, Third Edition*, Introductory, by Patrick Carey.

BASIC ACCOUNTING I

TBI 338-50 Thurs. Sept. 2 – Oct. 7 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions - 1.2 CEU Maximum 15 students
This basic course will teach setting up accounting records and books, developing an understanding of classifying transactions in a general ledger, and an introduction to financial statement preparation. Text: *Accounting Fundamentals, 6th Edition* by Curran and Flashner.

BASIC ACCOUNTING II

TBI 355-50 Thurs. Oct. 21 – Dec. 9 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions – 1.2 CEU Maximum 15 students
PREREQUISITE: Basic Accounting I. Class will not be held on November 11 and 25. Continue to build the skills introduced in Basic Accounting I in this course that is designed to assist in detecting accounting errors and making the necessary adjustments for correction. Concentration will be placed on the journals needed to handle a volume of transactions and financial statement preparation. Text: *Accounting Fundamentals, 6th Edition* by Curran and Flashner.

PROFESSIONAL BUSINESS COMMUNICATION

TBI 134-50 Tues. Sept. 21 – Oct. 26 6-8:15 p.m. Room 2409
Cost: \$98 6 sessions - 1.2 CEU Instructor: Ginger Rue
This course will assist participants in conveying a more professional image in all areas of communication including written, verbal and nonverbal messages. There will be a review of proper grammar usage as well as an emphasis placed on developing writing skills for professional reports, memos and other documents. Participants will also learn to improve interpersonal verbal communication and how to present a more professional persona. Text: *How 10: A Handbook for Office Professionals*, by Clark and Clark.

INTRODUCTION TO SIGN LANGUAGE

TBI 136-50 Mon Aug. 23 – Oct. 18 6-8:15 p.m. Room 2410 Cost: \$89
8 sessions – 1.6 CEU Instructor: Nancy Stansell Maximum 15 students
Class will not be held on September 6. Learn American Sign Language for communication with America's hearing impaired community by use of finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime. Text: *A Basic Course in American Sign Language*, by T.J. O'Rourke.

INTRODUCTION TO SIGN LANGUAGE II

TBI 142-50 Mon. Oct. 25 – Dec. 13 6-8:15 p.m. Room 2410 Cost: \$89
8 sessions – 1.6 CEU Instructor: Nancy Stansell Maximum 15 students
PREREQUISITE: Introduction to Sign Language. This course will continue to expand vocabulary and increase fluency and confidence in communication and translation. Text: *A Basic Course in American Sign Language*, by T. J. O'Rourke.

BEGINNING CONVERSATIONAL SPANISH I

TBI 143-50 Mon. Aug. 23 – Oct. 11 6-8:15 p.m. Room 2403 Cost: \$89
7 sessions – 1.4 CEU Instructor: Roberta Hess
Class will not be held on September 6. Gain a background in grammatical structures, vocabulary, phonetics and pronunciation of the Spanish language. Designed for those with little to no knowledge of the language, practice phrases and the grammar necessary for basic communication will be introduced. Text: *Household Spanish*, by William C. Harvey.

BEGINNING CONVERSATIONAL SPANISH II

TBI 144-50 Mon. Oct. 25 – Dec. 6 6-8:15 p.m. Room 2403 Cost: \$89
7 sessions – 1.4 CEU Instructor: Roberta Hess
PREREQUISITE: Beginning Conversation Spanish I. This course is a continuation of the Beginning Conversational Spanish I course tailored for participants with very basic knowledge of Spanish vocabulary and grammar. Emphasis will be placed on improving vocabulary and oral communication skills. Text: *Household Spanish*, by William C. Harvey.

BASICS IN FALL FLORAL DESIGN

TBI 145-50 Tues. Aug. 24 – Sept. 28 6-8:15 p.m. Room 1412 Cost: \$69
6 sessions - 1.2 CEU Maximum 20 students Instructor: Randy Howell
This course teaches the basic principles in floral design focusing on fall themes. Emphasis will be placed on balance, stability, proportion, rhythm and harmony as well as the elements of line, form and texture. Information regarding containers, conditioning and handling is included. Supplies are in addition to the cost of the course and are to be purchased independently.

CHRISTMAS FLORAL DESIGN

TBI 146-50 Tues. Oct. 12 – Nov. 16 6-8:15 p.m. Room 1412 Cost: \$69
6 sessions - 1.2 CEU Maximum 20 students Instructor: Randy Howell
Get in the Christmas spirit with this course filled with holiday decorating ideas. Continue to develop the basic principles in floral design with marvelous results. Classes include observation and hands-on experience in floral techniques. All supplies are in addition to the cost of the course and are to be purchased independently.

FAUX FINISH – GLAZING CLASS

TBI 137-50 Tues. Sept. 7 - 21 6-8:15 p.m. Room 1943 Cost: \$59
3 sessions - .6 CEU Maximum 20 students Instructor: Susan Johnson
Learn to create today's hottest faux finishes. Develop skills in simple glazes, techniques, color blending, parchment, stippled suede, and leather. Classes include observation and hands-on experience, which will result in sample boards. The first night of the course a materials and supplies' fee of \$50 will be collected.

STENCILING

TBI 138-50 Tues. Oct. 5 – 19 6-8:15 p.m. Room 1943 Cost: \$59
3 sessions - .6 CEU Maximum 20 students Instructor: Susan Johnson
This course is designed to teach the basics of stenciling, with techniques that can be used for walls, furniture or decorative pieces. Learn to create depth in your stenciling. Classes include observation and hands-on experience that results in sample boards. The first night of the course a materials and supplies' fee of \$40 will be collected.

CREATIVE CAKES - DECORATING MADE EASY

TBI 140-50 Mon Aug. 30 – Sept. 27 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .8 CEU Instructor: Carol Bersch
Class will not be held on September 6. Create beautiful, elegant and whimsical cakes for birthdays, sporting events, weddings and other occasions. Learn to make stars, roses, and more. Great cake and icing recipes will be shared. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES II – FLOWERS & MORE

TBI 141-50 Mon. Oct. 11 – Nov. 1 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .8 CEU Instructor: Carol Bersch
PREREQUISITE: Creative Cakes I. Continue in the development of decorating skills and learn to make the daisy, violet, primrose and fern. A demonstration will be given of the basket weave. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES III

TBI 147-50 Mon. Nov. 15 – Dec. 6 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .4 CEU Instructor: Carol Bersch Maximum 15 students
PREREQUISITES: Creative Cakes I and II. In the third level of cake decorating fondant and tiered cakes will be taught as well as additional flowers. A supply list will be provided with registration. Supplies are not included in the cost of the course and are to be purchased independently.

ONE-DAY WORKSHOPS

MICROSOFT WORD XP: LEVEL I

TBI 202-01 Thur. Sept. 2 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU
You will learn to use Office Assistant, toolbars and menus, and open and view documents. Also covered are creating, saving and printing documents; using margins and tabs; aligning text; and finding and replacing Word forms.

MICROSOFT WORD XP: LEVEL II

TBI 202-02 Thurs. Sept. 9 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU
After completing this course you will be able to create headers and footers; create, insert, move and draw tables, using Clipart, Bitmap, WordArt and Watermarks; and use borders and shading.

MICROSOFT EXCEL XP: LEVEL I

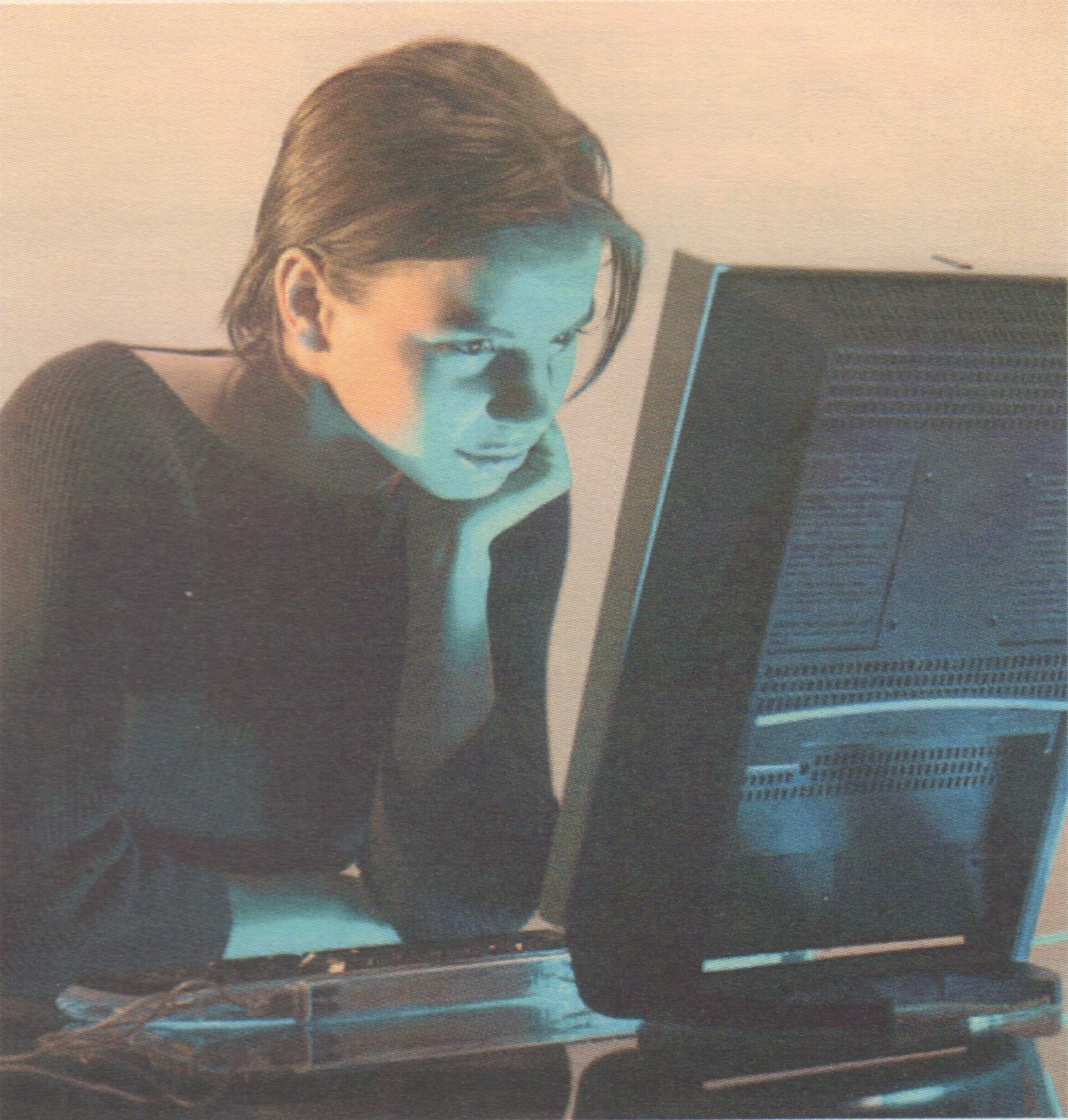
TBI 203-01 Thurs. Sept. 16 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU
Learn to use toolbars and menus; enter text, numbers, and dates; and edit data. Also covered are copying and deleting data; reversing actions, number format and formulas; moving between worksheets.

MICROSOFT EXCEL XP: LEVEL II

TBI 203-02 Thurs. Sept. 23 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU
Learn to create documents; unprotect cells; remove passwords, freeze rows and columns, import text files; customize and work with templates; and record, execute and edit macros.

MICROSOFT ACCESS XP: LEVEL I

TBI 204-01 Thurs. Sept. 30 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU
After completing this course you will be able to design tables; examine tables, queries, forms and reports, using Office Assistant; and add, delete, edit and sort records.



MICROSOFT ACCESS XP: LEVEL II

TBI 204-02 Thurs. Oct. 7 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU

Learn to use tables and fields; create sub forms, using calculated controls, report wizards and queries; perform calculations; create and customize charts; and add pictures to records.

MICROSOFT POWERPOINT XP: LEVEL I

TBI 201-01 Thurs. Oct. 14 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU

You will learn to use toolbars and Office Assistant; add text to slides; select text; insert text boxes; delete slides; find and replace text; spell check and AutoCorrect; and arrange, move, duplicate, delete and rotate objects.

MICROSOFT POWERPOINT XP: LEVEL II

TBI 201-02 Thurs. Oct. 21 9-4:00 p.m. Room 1353 Cost: \$75
.6 CEU

After completing this course you will be able to create custom templates, enhance presentations, work with embedded objects, customize the PowerPoint environment and build interactive presentations.

TRANSITIONING TO WINDOWS XP

TBI 132-50 Mon. Oct. 25 6-9:15 p.m. Room 1353 Cost: \$29
.3 CEU

This one session course will provide information regarding the differences in operating Windows XP and other Windows operating systems. Please bring one 3.5 inch high-density disk.

INTEGRATING MICROSOFT OFFICE

TBI 133-50 Mon. Nov. 8 6-9:15 p.m. Room 1353 Cost: \$29
.3 CEU

This course will provide valuable instruction on the integration of the MS Office software that involves transporting data from one software to another for reports, presentations, etc.

PROFESSIONAL DEVELOPMENT

REAL ESTATE**REAL ESTATE PRINCIPLES**

TBI 104-50 Mon. Aug. 23 - Dec. 13 6-9:35 p.m. Room 2214 Cost: \$333
15 sessions - 5 CEU

Class will not be held on September 6. This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: Modern Real Estate Practice, by Galaty, Allway & Kyle and the State of Alabama, Real Estate Commission License Law.

HEATING & AIR CONDITIONING

TBI 129-01 Thurs. Oct. 7 8 a.m. - 5 p.m. Room TBA Cost: \$80
8 contact hours - .8 CEU

This one-day course will provide the required hours to maintain certification for heating and cooling professionals. Topics included in the training are gas heat basics, LP gas and gas pipesizing, gas venting and gas furnace service. Lunch is included in the cost of the course.

FORESTRY

Licensed Foresters must have ten hours of continuing education every year to maintain professional licensing.

GIS / GPS: A HANDS-ON WORKSHOP

TBI 121-01 TBA

LEADERSHIP & ORGANIZATIONAL DEVELOPMENT



The Achieve Global partnership with Shelton State's Training for Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate Training instructors are certified to provide Achieve Global training in the following programs:

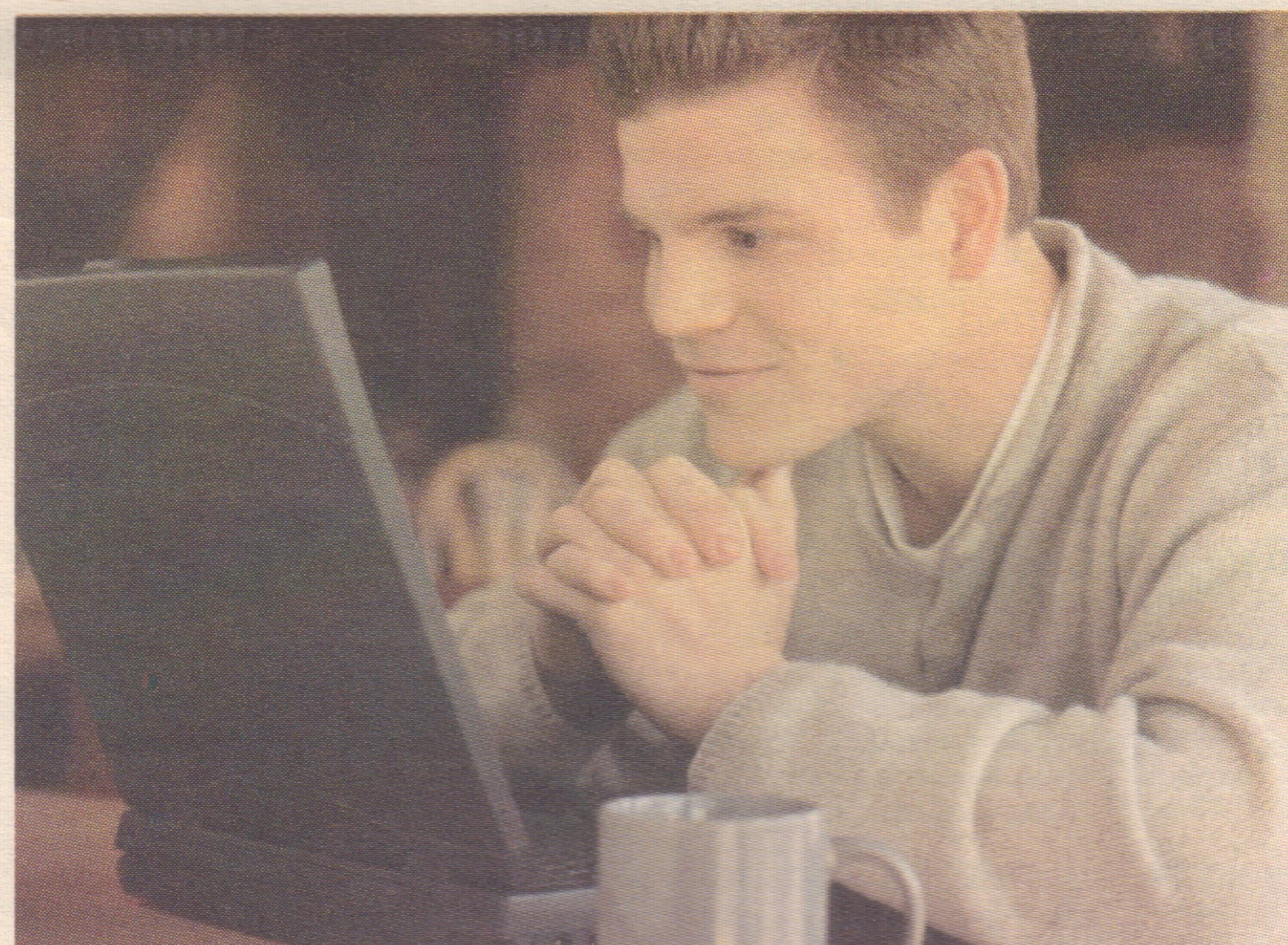


achieveglobal

Frontline Leadership Series

- Your Role and the Basic Principles
- Giving Constructive Feedback
- Getting Good Information From Others
- Getting Your Ideas Across
- Dealing With Emotional Behavior
- Recognizing Positive Results

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Business & Industry Center at (205) 391-2434.



ON-LINE INSTRUCTION



Update skills, discover a new talent, or chart a career path at your own pace and at your convenience with ONLINE COURSES.

Most of the courses run for 6 weeks and consist of 12 lessons at a cost ranging from \$80 to \$135 with the exception of the Paralegal courses. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas and are available via the World Wide Web. Read your lessons and ask questions of your instructor at the times most convenient to you. Broad topics for course listings include:

- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- A+ Certification Preparation
- Palm Pilot & Pocket PC
- Digital Photography and Digital Video
- Languages
- Writing Courses
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses
- Accounting
- Business Administration and Management
- Test Prep
- Personal and Career Development
- Personal Finance and Wealth Building
- Health Care, Nutrition and Fitness
- Family and Personal Enrichment
- Child Care and Parenting
- Law and Legal Careers
- Continuing Education for Health Care Professionals
- Courses for Teaching Professionals

For a complete listing of courses available under these topics please refer to the website.

All you need to get started is Internet access, an e-mail address, and a Web browser. Additional requirements, if any, will be listed with the course description. Registration and Orientation are completed on-line with payment handled directly through Shelton State Community College. For more information, go to <http://www.ed2go.com/shelton> or call (205) 391-2386.

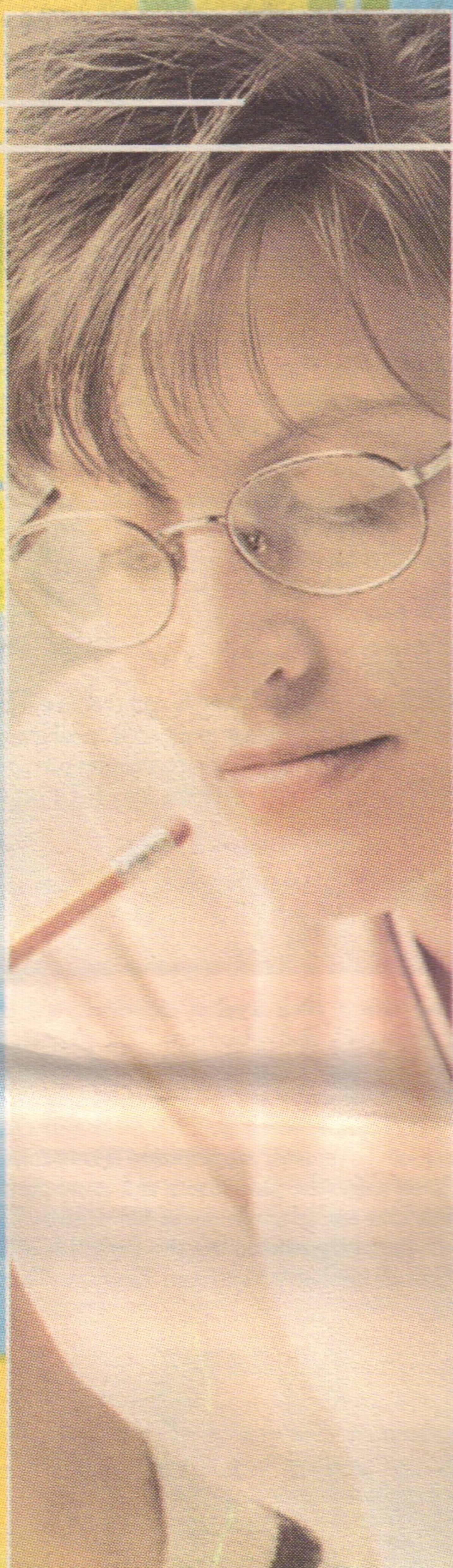


Improving the Quality of Our Workforce

Shelton State is a certified ACT WorkKeys Service Center. For more information regarding Job Profiling, Assessments, and Targeted Instruction, contact the Training for Business & Industry Center at (205) 391-2434.

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers and teachers, customized Spanish training that is job specific is available for scheduling. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games and other group activities. No prior knowledge of Spanish is required. CEU credit course. For details on how to design and schedule Spanish training for your workplace, contact the Training for Business & Industry Center at (205) 391-2434.

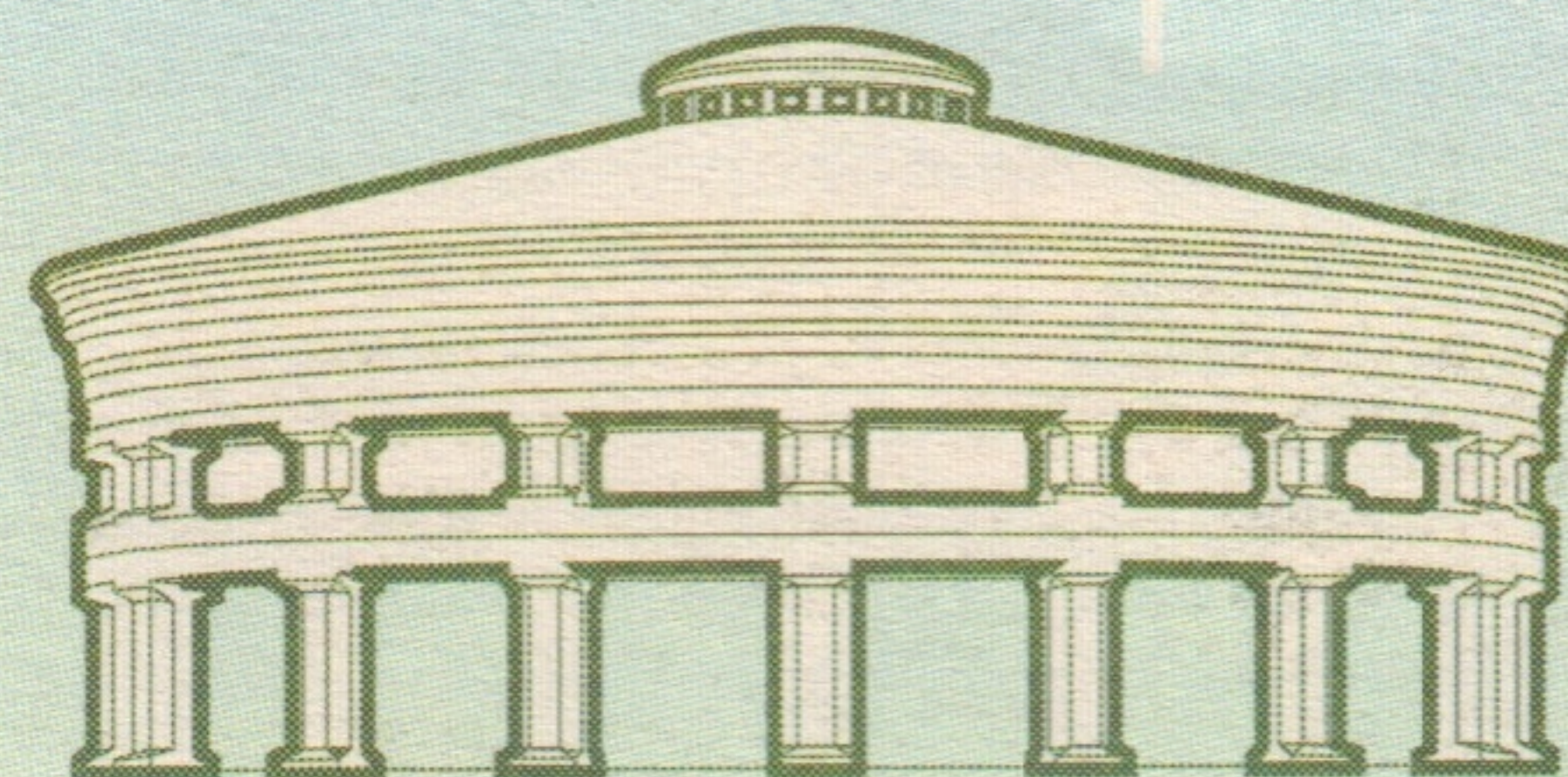


Continuing Education and Personal Interest Including Special Programs for Youth-Seniors



Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

NON PROFIT ORG
US POSTAGE PD
PERMIT 293
TUSCALOOSA, AL



SHELTON STATE
COMMUNITY COLLEGE

FALL SEMESTER 2004

A Schedule of Short Term and Noncredit Classes

CONTINUING EDUCATION

PERSONAL INTEREST

CEU 317-50 INTRO TO COMPUTERS & INTERNET

Martin Campus 2260 2 sessions Max. 15 students
Registration is required by October 25, 2004. Cost: \$45
Instructor: Tracy Woolbright Mon. Nov. 1 - 8 6-9:15 p.m.

This course is for the very beginner to offer an introduction to the world of computers including basic information on the use of the Internet and e-mail. As time allows other basic computer uses will be discussed with topics based on the interest of the participants.

CEU 205-50 BEGINNING WOODWORKING

Martin Campus 1106 6 sessions Max. 15 students
Registration is required by September 7, 2004. Cost: \$79
Instructor: Jerry Browning Mon. Sept. 13 - Oct. 18 6-8 p.m.

This course is designed to teach basic woodworking techniques. Topics included in the course are safety, the use of woodworking tools, wood selection, project design and joinery. A toolbox will be constructed during the course. A list of supplies will be provided and the instructor will collect a fee of approximately \$30 the first night of class to cover the cost of materials.

CEU 208-50 BEGINNING WOODWORKING II

Martin Campus 1106 6 sessions Max. 15 students
Registration is required by October 25, 2004. Cost: \$79
Instructor: Jerry Browning Mon. Nov. 1 - Dec. 6 6-8 p.m.

Continue in the development of wood working skills in this course designed to review safety and the use of wood-working tools, wood selection, project design, joinery and project costing. This course will include the building of a small table. A supply list will be provided the first night of class and the instructor will collect a fee of approximately \$30 to cover the cost of materials.

CEU 207-50 INTERMEDIATE WOODWORKING

Martin Campus 1106 6 sessions Max. 15 students
Registration is required by August 31, 2004. Cost: \$79
Instructor: Jerry Browning Tues. Sept. 7 - Oct. 12 6-8 p.m.

Designed for woodworkers with experience. Continue to develop your woodworking skills in selection of wood, project design, and joinery. The project will be determined by individual participants with instructor approval. Materials and supplies are purchased independently and are in addition to the cost of the course.

CEU 342-50 CREATIVE WRITING

Martin Campus 1256 5 sessions
Registration is required by September 2, 2004. Cost: \$79
Instructor: Ginger Rue Thurs. Sept. 9 - Oct. 7 6-8:15 p.m.

This course provides students interested in creative writing an opportunity to improve their fiction and poetry and explore how the publishing industry works. Participants will learn how to develop their individual styles while learning the basic principles of good writing. Writings will be shared and individuals will respond to the writings of others in a supportive environment.

TBI 129-50 BASICS FOR INTERIOR DECORATING

Martin Campus 2410 1.6 CEU - 8 sessions
Registration is required by September 7, 2004. Cost: \$89
Instructor: Ann Crawford Tues. Sept. 14 - Nov. 2 6-8:15 p.m.

Organized to provide a general overview of design and guidance in the decoration of the home, this course gives special attention to space planning, style, color and design. Flooring, wall coverings, window treatments, lighting techniques, textiles and accenting will also be covered.

CEU 127-50 BEGINNING CALLIGRAPHY

Martin Campus 2410 6 sessions
Registration is required by September 2, 2004. Cost: \$69
Instructor: Stephanie Fitts Thurs. Sept. 9 - Oct. 14 6-8:15 p.m.

This is a beginning level course providing instruction for the mastery of spacing, form and style using the italic or humanistic hand style of lettering. No previous experience is required. Each class will involve practice of the strokes taught. Supplies include standard ruled writing paper and a felt-tip calligraphy pen.

CEU 238-50 FACULTY/STAFF SUPER CIRCUIT

Martin Campus 1261 30 sessions Max. 30 students
Registration is required by August 16, 2004. Cost: \$35
Instructor: Kenneth Lee T/R Aug. 24 - Dec. 9 4:30-6:30 p.m.

Class will not be held on November 11 and 25. This course is designed for the faculty and staff at Shelton State to encourage physical health, body toning, aerobic conditioning, muscle tone development, weight maintenance and osteoporosis prevention. Upon request the instructor will assist the participant in designing an exercise program to meet individual physical needs. (Retired employees may participate for a fee of \$20.)

CEU 339-50 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 12 sessions
Registration is required by August 25, 2004. Cost: \$98
Instructor: Bruce Bizzoco Wed. Sept. 1 - Nov. 17 6:30-8:30 p.m.

This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, count-parry-riposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

CEU 320-50 ENGLISH AS A SECOND LANGUAGE

Martin Campus 1412 14 sessions Cost: \$149
Registration is required by August 16, 2004.
Instructor: Tammy Elebash M/W Aug. 23 - Oct. 11 9-11 a.m.

Class will not be held on September 6. Designed for those whose native language is not English, this course will assist in developing a greater confidence in communication. Assistance will be given in understanding some of the local expressions and slang that can be so confusing as well as southern culture. Emphasis will be placed on correct pronunciation and grammar. This relaxed learning environment will explore basic expressions, expand vocabulary and review simple verb conjugations and grammar rules.

CEU 322-50 ENGLISH AS A SECOND LANGUAGE II

Martin Campus 1412 14 sessions
Registration is required by October 11, 2004. Cost: \$149
Instructor: Tammy Elebash M/W Oct. 18 - Dec. 6 9 - 11 a.m.

Class will not be held on November 24. This course is a continuation of English as a Second Language. Expanding vocabulary and greater emphasis on pronunciation and grammar rules will be a part of this course to encourage greater ease in communication.

CEU 104-50 STAINED GLASS

Martin Campus 1412 4 sessions Max. 8 students
Registration is required by September 30, 2004. Cost: \$49
Instructor: Lillian Vail Thurs. Oct. 7 - 28 6-8 p.m.

This is a beginning course in copper foil stained glass. The first session will include a demonstration of the stained glass assembly process and hands-on participation in learning to cut glass. The remaining sessions will be hands-on as participants complete a stained glass assembly. Please bring one square foot sheet or scraps of clear window glass for the first night of the course. Participants will need a starter kit that is available for purchase at the Shelton Bookstore and stained glass, available at local hobby stores.

YOUTH PROGRAMS

CEU 339-51 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 12 sessions Ages 16 & under
Registration is required by August 25, 2004. Cost: \$49
Instructor: Bruce Bizzoco Wed. Sept. 1 - Nov. 17 6:30-8:30 p.m.

This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, counter-parry-riposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

PRE-COLLEGE BALLET PROGRAM

The Pre-College Ballet Program places children in classes on the basis of their level of experience and ability. Although age is a consideration, ages are given only to provide a rough guide as to placement. The program maintains affiliation with the American Academy of Ballet and provides Performance Awards consisting of twelve levels. The American Academy of Ballet Performance Awards gives students the opportunity to perform on stage with a structured curriculum without the necessity of costumes and elaborate productions. For the adjudication the instructor will determine the level of performance that is deemed most appropriate for the student. Participation is encouraged but is not mandatory. An adjudicator for the American Academy of Ballet judges the performance and awards medals to the dancers based on their achievement. In addition to the monthly class fee, an annual fee of \$25 will be collected and used for program supportive expenses with September being the beginning renewal month. Each class level has a specific uniform. The instructor, following class placement, will provide uniform information. Parents will be given the opportunity to observe classes at specified times during the year.



CEU 187-50 CLASSICAL PRE-BALLET

Martin Campus 1901 Ages 4-5 (no previous experience)
Instructor: Angela Fannin Cost: \$25 monthly Mon. Sept. 13 - Dec. 13 4-4:45 p.m.

The basic concepts of Classical Ballet will be taught through the use of imaginative exercises. These concepts promote the development of good posture, well stretched feet and legs, well shaped arm positions, awareness of rhythm and musicality, control in traveling movements as well as steps and movement patterns. All students will have a uniform that is representative of their level.

CEU 188-50 CLASSICAL BALLET I

Martin Campus 1901 Ages 5-7 (no previous experience)
Instructor: Angela Fannin Cost: \$30 monthly Wed. Sept. 8 - Dec. 15 4-5 p.m.

Class will not be held on November 24. The basic concepts of Classical Ballet including good posture; secure, accurate placing of the limbs; neat footwork as well as musical awareness; use of space and sense of performance will be taught. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All children will wear a uniform that is representative of their level.

CEU 189-50 CLASSICAL BALLET II

Martin Campus 1901 Ages 6-8 (at least 1 year experience)
Instructor: Angela Fannin Cost: \$42 monthly Tue/Thu Sept. 7 - Dec. 16 4-5 p.m.
Class will not be held on November 11 and 25. This course will continue the basic concepts of Classical Ballet of good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All students will wear a uniform that is representative of their level.

CEU 191-50 CLASSICAL BALLET IV

Martin Campus 1901 Ages 8 - 10 (3-4 years of experience)
Instructor: Angela Fannin Cost: \$42 monthly Tue/Thu Sept. 7 - Dec. 16 5-6 p.m.
Class will not be held on November 11 and 25. The basic concepts of Classical Ballet including good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance should be clearly demonstrated. The more complex vocabulary at this level makes increased demands on strength and stamina. All children will have a uniform that is representative of their performance level.

CEU 193-50 INTERMEDIATE CLASSICAL BALLET

Martin Campus 1901 Ages 10 - 12 (4-6 years of experience)
Instructor: Angela Fannin Cost: \$60 monthly Sept. 9 - Dec. 16 Mon. 4:45 - 6 p.m. Thurs. 6-7:15 p.m.
Class will not be held on November 11 and 26. The basic concepts of Classical Ballet including good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance should be clearly demonstrated. The more complex vocabulary at this level makes increased demands on strength and stamina. All children will have a uniform that is representative of their performance level.

CEU 194-50 JR / SR CLASSICAL BALLET

Ages 12 and up (serious ballet students)
Instructor: Angela Fannin Cost: \$72 monthly Sept. 7 - Dec. 15 Mon/Tues. 6-7:30 p.m., Wed. 5-6:30 p.m.
Class will not be held on November 24. This is a combined class with the level to be assigned by the instructor. Students will continue to develop skills, consolidate technical skills and increase the range of movements. All children will have a uniform that is representative of their performance level.

PRE-COLLEGE TAP & JAZZ PROGRAM

In the Pre-College Tap and Jazz Program children are placed in classes on the basis of age and ability, with age serving only to provide a guide as to placement. Each student will be required to wear a leotard with tights and/or jazz pants and a pair of jazz shoes unless otherwise stated. An annual registration fee of \$25.00 will be collected per family with checks made payable to "Dance Fund."

CEU 212-50 PRE-COLLEGE PRE-JAZZ

Martin Campus RH Ages 4-5 (0-2 years experience)
Instructor: Beth Patrick Cost: \$22 monthly
Mon. Sept. 13 - Dec. 13 4:50 - 5:25 p.m.
This course will introduce the students to basic jazz movements and will enhance body coordination. The students will also be introduced to stretching the muscles and maintaining proper posture.

CEU 213-50 PRE-COLLEGE LEVEL I JAZZ

Martin Campus RH Ages 9-12 (0-1 year experience)
Instructor: Beth Patrick Cost: \$22 monthly
Monday Sept. 13 - Dec. 13 4-4:35 p.m.
The basic concepts of jazz movement will be introduced in this course. Students will learn to lengthen the muscles and also learn proper foot placement in jazz. Modern and Classical Jazz will be the basis style of this course.

CEU 214-50 PRE-COLLEGE JAZZ

Martin Campus RH Ages 6-8 (0-3 years experience)
Instructor: Beth Patrick Cost: \$22 monthly
Mon. Sept. 13 - Dec. 13 5:30 - 6:05 p.m.
This course is a continuation of the Pre-Jazz course. Students will continue to develop jazz movements, proper foot placement and body coordination.

CEU 215-50 PRE-COLLEGE ADVANCED JAZZ

Martin Campus 1901 Ages 13 and up (3 years experience)
Instructor: TBA Cost: \$24 monthly
Mon. Sept. 13 - Dec. 13 7:30 - 8:10 p.m.
This intensive course will provide guidance in developing performance level advanced techniques. Each student will be required to wear a black leotard with jazz pants and a pair of jazz shoes.

CEU 216-50 PRE-COLLEGE ADVANCED TAP

Martin Campus 1901 Ages 13 & up (3 years or more experience)
Instructor: Beth Patrick Cost: 24 monthly
Mon. Sept. 13 - Dec. 13 8:10 - 8:45 p.m.
This class will consist of advanced tap techniques. Students will be expected to maintain a performance level during the course.

CEU 217-50 PRE-COLLEGE LEVEL II JAZZ

Martin Campus RH Ages 9 - 12 (2 years or more experience)
Instructor: TBA Cost: \$22 monthly
Tues. Sept. 7 - Dec. 7 6:10 - 6:45 p.m.
This course will continue to develop jazz technique with more technical combinations of techniques added.

CEU 218-50 PRE-COLLEGE BEGINNING JAZZ

Martin Campus 1901 Ages 12 and up (0-2 years experience)
Instructor: TBA Cost: \$24 monthly
Tues. Sept. 7 - Dec. 7 7:30 - 8:05 p.m.
This is an introductory course for basic modern and classical jazz. Included will be basic jazz movements, body coordination and exercises to stretch the muscles and maintain proper posture.

CEU 219-50 PRE-COLLEGE BEGINNING TAP

Martin Campus 1901 Ages 12 and up (0-2 years experience)
Instructor: TBA Cost: \$22 monthly
Tues. Sept. 7 - Dec. 7 8:05 - 8:45 p.m.
The focus for this course will be the foundation steps for tap. Focus will be placed on building speed and agility.

CEU 239-50 PRE-COLLEGE ADULT TAP I

Martin Campus 1901 Ages 18 and up (0-2 years experience)
Instructor: Beth Patrick Cost: \$24 monthly
Thurs. Sept. 9 - Dec. 9 7:30 - 8:05 p.m.
This is a beginning tap class based on the foundational steps for tap. No uniform is required but tap shoes are mandatory.

CEU 240-50 PRE-COLLEGE ADULT TAP II

Martin Campus 1901 Ages 18 and up (3 or more years experience)
Instructor: Beth Patrick Cost: \$24 monthly
Thurs. Sept. 9 - Dec. 9 8:10 - 8:50 p.m.
This is a more intensive study of tap with advanced combinations and across the floor work.

CEU 241-50 PRE-COLLEGE TAP

Martin Campus 1901 Ages 5-8 (0 - 3 years of experience)
Instructor: Beth Patrick Cost: \$22 monthly
Fri. Sept. 10 - Dec. 10 4-4:35 p.m.
This course will introduce students to basic tap and increase coordination.

CEU 242-50 PRE-COLLEGE PRE-TEEN TAP LEVEL I

Martin Campus 1901 Ages 9 - 12 (0-3 years experience)
Instructor: Beth Patrick Cost: \$22 monthly
Fri. Sept. 10 - Dec. 10 4:40 - 5:15 p.m.
Coordination, agility and tap combinations will be stressed in this beginning course.

CEU 244-50 PRE-COLLEGE PRE TEEN TAP LEVEL II

Martin Campus 1901 Ages 9 - 12 (3 years or more experience)
Instructor: Beth Patrick Cost: \$22 monthly
Fri. Sept. 10 - Dec. 10 5:15 - 5:50 p.m.
The foundation steps of tap will be continued and more advanced combinations of steps will be introduced in this course.

SENIOR ADULT PROGRAMS



ATTENTION SENIOR LEARNERS:

For your convenience, Shelton State Community College is offering two options of classes for the summer semester especially designed for senior adult learners. All of these courses are coordinated through Continuing Education.

OPTION ONE: SENIOR SCHOLARSHIP PROGRAM

The State of Alabama provides a scholarship program for senior adults allowing an individual to register for any of the credit courses offered through the college. The following guidelines must be followed: (1) An individual must be 60 years of age or older at the time of enrollment. (2) Each course may be taken only one time. (3) A person will be placed in a course after fifteen traditional students have been enrolled. (4) To qualify, individuals must provide proof of high school graduation or the equivalent. The cost of each course is sixteen dollars per semester hour with registration handled through Continuing Education. For more information or for clarification, please call Continuing Education (205) 391-2386.

OPTION TWO: FROM THE WELLNESS CENTER

Five exercise classes are provided at a minimal cost to senior students fifty-five years of age and older.

CEU 108-01 SLIMNASTICS FOR SENIORS

Martin Campus 1262 30 sessions Max 40 students
Please register by August 16, 2004. Cost: \$20 Instructor: Dolores Royal
M/W Aug. 23 - Dec. 15 8:15 - 9:05 a.m.
Class will not be held on September 6, and November 24.

CEU 108-02 SLIMNASTICS II FOR SENIORS

Martin Campus 1262 30 sessions Max 40 students
Please register by August 17, 2004. Cost: \$20 Instructor: Dolores Royal
T/R Aug. 24 - Dec. 16 9-9:50 a.m.
Class will not be held on November 11 and 25. These low impact aerobics classes offer supervised weight lifting, floor exercises, and aerobic workout designed for cardiovascular health and physical fitness.

CEU 220-01 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 30 sessions Max 30 students
Please register by August 16, 2004. Cost: \$20
Instructor: Dolores Royal M/W Aug. 23 - Dec. 15 11:30 a.m.-12:20 p.m.
Class will not be held on September 6 and November 24.

CEU 220-50 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 30 sessions Max. 30 students
Please register by August 16, 2004. Cost: \$20
Instructor: Dolores Royal M/W Aug. 23 - Dec. 15 2:15 - 3:05 p.m.
Class will not be held on September 6 and November 24. Designed especially for seniors, these courses will improve overall muscular and cardiovascular strength and endurance and also help prevent osteoporosis.

CEU 238-01 SUPER CIRCUIT FOR SENIORS

Martin Campus 1261 30 sessions Max 25 students
Please register by August 24, 2004. Cost: \$20
Instructor: Robert Wilson T/R Aug. 24 - Dec. 16 8-8:50 a.m.
Class will not be held on November 11 and 25. This is a body toning and aerobic conditioning class using Nautilus equipment designed for overall conditioning and muscle development as well as weight maintenance and osteoporosis prevention.

TBI Training for Business and Industry Center

CONTINUING EDUCATION

Complete and Mail to:
Shelton State
Community College
Business Office, Box 252
9500 Old Greensboro Rd
Tuscaloosa, AL 35405
...or fax to 391-2453

Shelton State Community College Registration Form

Name (please print) _____

Male/Female _____ Race _____ Birth Date ____ / ____ / ____

Address _____

City _____ State ____ Zip _____ County _____

E-mail Address _____

Phone (Home) _____

Phone (Work) _____

Social Security # _____

Employer: _____

COURSE/S #	COURSE TITLE	FEE
1. _____		
2. _____		
3. _____		
4. _____		

PARKING FEE: \$5.00 (unless one day seminar)

TOTAL: _____

Method of Payment: ☐ Money Order ☐ Check ☐ Master Card ☐ VISA ☐ P.O.

Check and/or money order should be made payable to SSCC.

Card Number _____ Expiration Date ____ / ____

REQUIREMENTS FOR REGISTRATION

High school graduation or the equivalent is not required for participation in Continuing Education courses. Credit courses listed in this schedule are subject to the standard College enrollment requirements.

REGISTRATION OPTIONS

1) By Fax:

Fax a completed registration form with a VISA or MasterCard, or purchase order number with billing information to (205) 391-2453.

2) By Phone:

Call (205) 391-2386

3) By Mail:

Send the completed registration form with a check or money order to Shelton State Community College, Business Office Box 252, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

4) In Person:

Bring the completed registration form to the office of Training for Business and Industry & Continuing Education, Suite 1363. Office hours are Monday – Friday, 8 a.m. – 5 p.m. Payment should be made through the Cashier's Office.

Call 391-2386 to register. You may also receive information by visiting the Shelton State Community College web site <http://www.sheltonstate.edu>. Go to TBI / CEU Schedule from the main menu.

CONFIRMATION

A written confirmation will be mailed prior to the first class meeting unless time does not allow before the first class session. Information will include the date, time and location of the course, a map and a parking form for vehicle registration (if this applies).

CANCELLATIONS AND REFUNDS

Class participants have three working days following the first class meeting to request a refund. A refund minus a 5% administrative processing fee will be mailed. Please include your name, social security number, course name and number on your written request. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

PARKING

A parking permit is now required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the \$5 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Disability parking validation is required. Please take handicap verification and parking form to the Campus Security to receive a tag for handicap parking.

DATES OF SCHOOL CLOSING

Shelton State Community College will not be open for classes on September 6, November 11, 24, 25 and 26. Classes will be held on week-days beginning August 23 through December 13, 2004 unless otherwise stated.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) are a nationally recognized method for noting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each ten contact hours of class participation. To qualify for the CEU, an individual must attend at least ninety percent of the course and display an understanding of the course content.

**It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under program activity or employment.*

**Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.*